

**Financial Management and Support**

 @centlec  @centlecutility

|                                     |  |
|-------------------------------------|--|
| Contact Person: Me L C Maledu       | Date: 28 May 2024                      |
| E-mail: Lerato.Maledu@centlec.co.za | Tel: 051 412 2687<br>Fax: 051 xxxxxxxx |
| Our Ref: C55/2023                   | Your Ref.:                             |

**CENTLEC HEREBY INVITES BIDDERS TO SUBMIT FORMAL QUOTATIONS FOR THE FOLLOWING SERVICES:**

| QUOTATION NUMBER | DESCRIPTION  | QUANTITY |
|------------------|--|----------|
| C55/2023         | CO SOURCING CERTAIN INTERNAL AUDIT ASSIGNMENTS FOR 2023/2024 FINANCIAL YEAR.<br><br>Detailed specification is herein attached. | 1        |

**CLOSING DATE: 04 JUNE 2024 @ 11H:00**

**FOR TECHNICAL INFORMATION PLEASE CONTACT: D MATLAKENG @051 412 2741/409 2215 EMAIL: [Dimakatso.Matlakeng@centlec.co.za](mailto:Dimakatso.Matlakeng@centlec.co.za)**

**1. MINIMUM REQUIREMENTS:**

***Kindly note that failure to submit the following documents will result in disqualification:***

- The preferred service provider should be registered with the Institute of Internal Auditors (SA) or South African Institute of Chartered of Accountants and should provide supporting SAICA Accreditation certificates.
- The preferred service provider should provide a detailed methodology for the reviewing the adequacy and effectiveness of the Governance, Risk and Control on the Internal Audit Assignments.
- The quotation must be submitted on the letterhead of your business.

**Directors:** MC Mokitlane (Chairperson), MB Mfanta (Deputy Chairperson), G Mohanoe (NED), DR Barlow (NED), NT Baloyi (NED), MA Mopeli (NED), MS Sekoboto (CEO), ZSN Williams (CFO), KC Tsitsi (Company Secretary)

- Bidders must neatly bind their bid/proposal documents. Documents must be in a book format (ring binded), indexed and page numbered (Loose documents will be automatically disqualified).
- Bidders must submit a copy of company registration documents (CK).
- A valid original Tax Clearance Certificate or SARS Pin should accompany your offer. Failure to submit may invalidate your offer.
- Bidders must be registered on CSD. Submit the CSD report and certified ID copy/copies of company owner(s) as proof.
- Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
- All original supplementary/compulsory MBD forms must be completed and signed in full.
- NB: All service providers are requested to submit a valid SANAS approved BBB-EE certificate/Sworn Affidavit with the quotation on the closing dates to substantiate their claim (failure to submit BBB-EE certificate/Sworn Affidavit will not lead to disqualification; however, no points will be awarded).

## 2. The following special conditions will apply:

- Delivery must be in accordance with instructions from CENTLEC.
- The successful bidder will be expected to deliver the goods within 30 days after receiving an official order.
- Quotation Price(s) must exclude **VAT**, but **delivery charges** must be **included**.
- Quotation Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- The lowest or any quotation will not necessarily be accepted and CENTLEC reserves the right to accept where applicable a portion of any quotation.
- Centlec (SOC) Ltd reserves the right to appoint the second lowest bidder should the first bidder quote incorrectly or request any price adjustments.
- Payments will only be made to the company **whose name** appears on the official order. No third party will be considered.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Regulations 2022.

- CENTLEC (SOC) Ltd reserved the right to request samples if need be.
- No official order will be issued to a Supplier that is not registered on the Central Supplier Database (CSD) and provide CSD number.
- No quotations will be considered from persons in the Service of the State. Failure to comply with these conditions may invalidate your offer.

### 3. Specified Goals for Preferential Point System

| Specified Goals  | Points Allocation |
|--|-------------------|
| 50% Black owned  | 5                 |
| 50% Women owned  | 5                 |
| 50% Youth owned <35 years  | 5                 |
| Locality (The bidder must have a Centlec area of supply address) | 5                 |
| <b>Total Points</b>  | <b>20</b>         |

**QUOTATIONS MUST BE SUBMITTED IN A SEALED ENVELOPE, WITH THE QUOTATION NUMBER INDICATED ON THE FRONT TO THE BELOW ADDRESS:**

CENTLEC (Soc) Ltd  
Supply Chain Management Offices  
30 Rhodes Avenue  
Oranjesig  
Bloemfontein  
9301

**NB: Quotations are to be completed in accordance with the conditions and quotation rules contained in the quotation documents.**

**Emailed quotations will not be accepted.**

Prospective Bidders are requested to obtain the documents on CENTLEC's website: [www.centlec.co.za](http://www.centlec.co.za) and E-Tender: [www.etender.gov.za](http://www.etender.gov.za)



30 Rhodes Avenue  
Oranjesig  
Bloemfontein  
9301

[www.centlec.co.za](http://www.centlec.co.za)

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## OFFICE OF THE CEO

### Internal Audit

## SPECIFICATION FOR CO SOURCING OF INTERNAL AUDIT SERVICES FOR CERTAIN INTERNA AUDIT ASSIGMENTS FOR 2023-24 FINANCIAL YEAR

### 1. BACKGROUND

The primary objective of the Internal Audit Unit is to provide a comprehensive assurance and consulting services to ensure that adequate measures and procedures are in place for sound economic, effective, and efficient management as required by MFMA.

To meet legislative and stakeholder requirements as well as its primary objective, the Unit has prepared a three-year internal audit strategic plan and one-year risk-based operational plan. However, the challenge is lack of full capacity that will enable achievement of these audit plans.

The company requires co-sourced for certain internal audit assignments for one thousand one hundred and thirty (1 130) hours. The co-sourced service will be required to compliment the capacity of the Internal Audit Unit to render internal audit services as outlined in the risk-based audit plan.

The company must have the capacity, functional skill, and experience, to provide the services required to assist the municipality to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, controls, and governance processes.

The company must demonstrate the capability to perform the internal audits in accordance with the Institute of Internal Auditing Standards and Practices, Municipal Finance Management Act no 56 of 2003, COBIT 5, best practices and any relevant legislation.

**Directors:** MC Mokitlane (**Chairperson**), MB Mfanta (**Deputy Chairperson**), G Mohanoe (**NED**), DR Barlow (**NED**), NT Baloyi (**NED**), MA Mopeli (**NED**), MS Sekoboto (**CEO**), ZSN Williams (**CFO**), KC Tsitsi (**Company Secretary**)

## **2. BENEFITS:**

- To ensure delivery of the audits as per the approved audit plan 2023-24  
Bringing in a professional, or a team of professionals in internal auditing, can help us to Improve audit project delivery in each period.
- By collaborating with an assured firm that offers an organized and streamlined approach, our team can adopt certain approaches and philosophies to help stay on point daily for better ongoing efficiency and easier preparation for future internal audits.
- The internal audit co-sourcing firm features various specialized auditing experts with specific and essential knowledge to benefit our Internal Audit Function.
- Bringing in an outside contractor offers us a fresh pair of eyes, a crisp perspective, and the expertise to make recommendations when noting inconsistencies and other issues; and
- Will bring in external high-level experience which can play a peer role into financial, operational and industry risks outside of your organization to help determine how they might impact your business, given the internal audit information at hand.

## **3. SCOPE OF WORK FOR CO SOURCING OF INTERNAL AUDIT SERVICES FOR CERTAIN INTERNAL AUDIT ASSIGNMENTS FOR 2023-24 FINANCIAL YEAR**

### **3.1. ICT Environment Internal Audit: (Three hundred and twenty (330) hours)**

- 3.1.1 ICT governance controls, including ICT Steering Committee
- 3.1.2 Evaluate the ICGT and application Controls
- 3.1.3 Management of the IT strategy
- 3.1.4 Adequacy of ICT Framework, policies and guidelines and the review process
- 3.1.5 Scheduled and performed periodic maintenance of ICT infrastructure.
- 3.1.6 Logical user access reviews
- 3.1.7 Approved user accounts
- 3.1.8 Updated firewall and other intrusion monitoring software
- 3.1.9 Secured databases
- 3.1.10 Performance of all critical applications
- 3.1.11 Management and Performance of Service Provider within the ICT Environment (service level agreements)

**4.1 Information Technology Vulnerability network testing (two hundred and fifty (250) hours)**

- 4.1.1 Assessment of implemented anti- virus and anti- malware processes.
- 4.1.2 Perform Vulnerability scans on IT assets/hosts/servers.
- 4.1.3 Implemented patch management process.
- 4.1.4 Documented and updated comprehensive network diagram.

**4.2 Property, Plant and Equipment (two hundred and eighty (250) hours)**

- 4.2.1 Review of management of infrastructure, movable and immovable assets
- 4.2.2 Follow up On Agca Findings on Property, Plant and Equipment

**4.3 Financial Year End Stock take (Eighty (80) hours)**

- 4.3.1 Review of key internal controls (not limited to physical stock counting of various stores, general stock management controls, variances, adjustments) regarding financial year end stock.

**5. Perform a high-level review of the entity's 2023-24 Drat Annual Financial Statements and provide an assurance report to the Audit and Risk Committee on the level of compliance with GRAP reporting and disclosure requirements (Eighty (80) hours).**

- 5.1 Arithmetical accuracy and consistency.
- 5.2 Consistency of, and any changes to, accounting policies, comparing to prior years.
- 5.3 Methods used to account for significant or unusual transactions where different approaches are possible.
- 5.4 Whether the Municipal Entity has followed appropriate accounting standards and made appropriate estimates and judgements, considering previous audit outcomes.
- 5.5 The quality of disclosure in the Municipal Entity's financial reports and the context in which statements are made.
- 5.6 All material information presented with the financial statements, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).
- 5.7 All material issues in prior reports by the AGSA have been appropriately accounted for, resulting in fair presentation.
- 5.8 Conduct Analysis of trends and other financial ratio calculations e.g., year-on-year comparisons and composition of primary group e.g. salaries as a component of operations,

whether operations are undertaken on a sustainable basis, operations at surplus or deficit, efficiency, and solvency ratios, etc.

5.9 Matter raised by the External Auditors about the emerging risk have been corrected and applied in accordance with the recommendations provided.

**6. Report the completed Draft and Final Internal audit Reports to General Manager Internal Audit for EXCO and Audit and Risk Committee for reporting (Ninety (90) hours)**

**7. Expected Outcomes and Deliverables**

7.1.1 Performing audit assignments as follows:

7.1.1.1 Each assignment should at least consist of the following but not limited to:

- Preliminary audit survey
- Audit planning memorandum/ Scoping Memorandum
- Minutes of entrance meeting
- Preliminary assessment
- Risk assessment/ control matrix.
- System descriptions
- Audit programs.
- Sampling methodology
- Mechanism to ensure that working papers are reviewed at the appropriate level.
- Record of work performed.
- Audit findings and recommendations.
- Reporting (draft internal audit report and final internal audit report)
- Minutes of exit meeting
- Final Report to the Exco and Audit and Risk Committee

**8. Reporting Requirements**

8.1 The structure of the report is to be as follows:

- Introduction
- Audit objective and scope.
- Background
- Executive summary highlighting critical, major, and significant findings.

- Findings, Adequacy and Effectiveness of Internal Controls, recommendations and agreed management action (including implementation dates)
- Conclusion

9. Submit all the working papers and records of the project electronically to Centlec after the Completion of the Project.

#### 10. **Minimum Requirements**

- 101.1 The preferred service provider should be a registered with Institute of Internal Auditors (SA) or South African Institute of Chartered of Accountants and should provide supporting SAICA Accreditation certificates.
- 101.2 The preferred service provider should provide a detailed methodology for the reviewing the adequacy and effectiveness of the Governance, Risk and Control on the Internal Audit Assignments.



## PART A INVITATION TO BID

|   |  |               |  |               |
|---|--|---------------|--|---------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b> |  |               |  |               |
| BID NUMBER:   |  | CLOSING DATE: |  | CLOSING TIME: |
| DESCRIPTION   |  |               |  |               |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>     |  |               |  |               |

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX  
SITUATED AT (STREET ADDRESS)

|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  |   |  |
|  |  |  |   |  |
|  |  |  |   |  |
|  |  |  |   |  |
|  |  |  |   |  |
| <b>SUPPLIER INFORMATION</b>  |  |  |   |  |
| NAME OF BIDDER   |  |  |   |  |
| POSTAL ADDRESS   |  |  |   |  |
| STREET ADDRESS   |  |  |   |  |
| TELEPHONE NUMBER   | CODE   |  | NUMBER  |  |
| CELLPHONE NUMBER   |  |  |   |  |
| FACSIMILE NUMBER   | CODE   |  | NUMBER  |  |
| E-MAIL ADDRESS   |  |  |   |  |
| VAT REGISTRATION NUMBER  |  |  |   |  |
| TAX COMPLIANCE STATUS  | TCS PIN:   |  | OR  | CSD No:  |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |
| TOTAL NUMBER OF ITEMS OFFERED  |  |  | TOTAL BID PRICE   | R  |
| SIGNATURE OF BIDDER  | .....<br>_____   |  | DATE  |  |
| CAPACITY UNDER WHICH THIS BID IS SIGNED  |  |  |   |  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                 |  |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                  |  |
| DEPARTMENT   |  |  | CONTACT PERSON  |  |
| CONTACT PERSON   |  |  | TELEPHONE NUMBER  |  |
| TELEPHONE NUMBER   |  |  | FACSIMILE NUMBER  |  |
| FACSIMILE NUMBER   |  |  | E-MAIL ADDRESS  |  |
| E-MAIL ADDRESS   |  |  |   |  |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|   |  |
|---|--|
| <b>1. BID SUBMISSION:</b>   |  |
| 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.  |  |
| 1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE</b>  |  |
| 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. |  |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>   |  |
| 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.  |  |
| 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.   |  |
| 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.  |  |
| 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.  |  |
| 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.  |  |
| 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.  |  |
| 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.   |  |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |  |
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>        |  |

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

## TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

# **PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder..... Bid Number.....

Closing Time ..... Closing Date ... ..

**OFFER TO BE VALID FOR..... DAYS FROM THE CLOSING DATE OF BID.**

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|--|
|----------|----------|-------------|--|

|   |              |       |  |
|---|--------------|-------|--|
| - | Required by: | ..... |  |
|---|--------------|-------|--|

|   |     |       |  |
|---|-----|-------|--|
| - | At: | ..... |  |
|---|-----|-------|--|

|   |                 |       |  |
|---|-----------------|-------|--|
| - | Brand and Model | ..... |  |
|---|-----------------|-------|--|

|   |                   |       |  |
|---|-------------------|-------|--|
| - | Country of Origin | ..... |  |
|---|-------------------|-------|--|

|   |  |         |
|---|--|---------|
| - | Does the offer comply with the specification(s)? | *YES/NO |
|---|--|---------|

|  |  |       |
|--|--|-------|
|  | If not to specification, indicate deviation(s) | ..... |
|--|--|-------|

|   |                              |       |
|---|------------------------------|-------|
| - | Period required for delivery | ..... |
|---|------------------------------|-------|

\*Delivery: Firm/Not firm

|  |                |       |
|--|----------------|-------|
|  | Delivery basis | ..... |
|--|----------------|-------|

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

**\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

**\*Delete if not applicable**

# **PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....

Bid number.....

Closing Time .....

Closing Date .....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

| ITEM NO. | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>**(ALL APPLICABLE TAXES INCLUDED) |
|----------|----------|-------------|--|
|----------|----------|-------------|--|

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/Not firm

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

## PRICE ADJUSTMENTS

## A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

|               |   |   |
|---------------|---|---|
| Pa            | = | The new escalated price to be calculated.   |
| (1-V) Pt      | = | 85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.                                   |
| D1, D2..      | = | Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%. |
| R1t, R2t..... | = | Index figure obtained from new Index (depends on the number of factors used).   |
| R1o, R2o      | = | Index figure at time of bidding.  |
| VPt           | = | 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.                      |

3. The following index/indices must be used to calculate your bid price:

|                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Index..... Dated..... | Index..... Dated..... | Index..... Dated..... |
| Index..... Dated..... | Index..... Dated..... | Index..... Dated..... |

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

| FACTOR<br>(D1, D2 etc. eg. Labour, transport etc.) | PERCENTAGE OF BID PRICE |
|--|-------------------------|
|--|-------------------------|

MBD 3.2

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

| PARTICULARS OF FINANCIAL INSTITUTION | ITEM NO | PRICE | CURRENCY | RATE | PORTION OF PRICE SUBJECT TO ROE | AMOUNT FOR CURRENCY REMITTANCE ABROAD |
|--------------------------------------|---------|-------|----------|------|---------------------------------|---------------------------------------|
|                                      |         |       |          | ZAR= |                                 |                                       |
|                                      |         |       |          | ZAR= |                                 |                                       |
|                                      |         |       |          | ZAR= |                                 |                                       |
|                                      |         |       |          | ZAR= |                                 |                                       |
|                                      |         |       |          | ZAR= |                                 |                                       |
|                                      |         |       |          | ZAR= |                                 |                                       |

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

| AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD: | DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE | DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE | DATE UNTIL WHICH CALCULATED PRICES WILL BE EFFECT |
|--|---|---|---|
|  |   |   |   |

**PRICING SCHEDULE**  
**(Professional Services)**

Name of Bidder: .....

Bid Number: .....

Closing Time: .....

Closing Date: .....

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

|                          |                    |   |
|--------------------------|--------------------|---|
| <u>ITEM</u><br><u>NO</u> | <u>DESCRIPTION</u> | <u>BID PRICE IN RSA CURRENCY</u><br><u>** (ALL APPLICABLE TAXES INCLUDED)</u> |
|--------------------------|--------------------|---|

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

|       |        |       |
|-------|--------|-------|
| ..... | R..... | ..... |
| ..... | R..... | ..... |
| ..... | R..... | ..... |
| ..... | R..... | ..... |
| ..... | R..... | ..... |

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

|       |        |            |
|-------|--------|------------|
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc) Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | .....    | R...   |
| .....                                 | ..... | .....    | R...   |
| .....                                 | ..... | .....    | R...   |
| .....                                 | ..... | .....    | R...   |

\*\*\*all applicable taxes\* includes value-added taxes, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.



- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| TOTAL R .....                         |       |          |        |

6. Period required for commencement with project after acceptance of bid .....
7. Estimated man-days for completion of project .....
8. Are the rates quoted firm for the full period of contract? ..... \*YES/ NO.
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....

.....

.....

.....

\*Delete if not applicable

## MBD 4

### DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder<sup>2</sup> means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ... ..YES / NO

3.9.1 If yes, furnish particulars.....  
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... YES / NO

3.10.1 If yes, furnish particulars.  
.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars  
.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.  
.....  
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.  
.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:  
.....  
.....

4. Full details of directors / trustees / members / shareholders.

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

**\*YES/NO**

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

.....

\* Delete if not applicable

**\*YES / NO**

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

3.1 If yes, furnish particulars

.....

.....

**\*YES / NO**

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

**\*YES / NO**

4.1 If yes, furnish particulars

.....

.....

### **CERTIFICATION**

I, THE UNDERSIGNED (NAME) .....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|  | POINTS     |
|--|------------|
| <b>PRICE</b>                                     | <b>80</b>  |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>  |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

|   |           |   |  |
|---|-----------|---|--|
| <b>80/20</b>  | <b>or</b> | <b>90/10</b>  |  |
| <br>  |           |   |  |
| $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ | or        | $Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ |  |

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender



### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

| The specific goals allocated points in terms of this tender      | Number of points allocated<br>(80/20 system)<br>(To be completed by the organ of state) | Number of points claimed<br>(80/20 system)<br>(To be completed by the tenderer) |
|--|---|---|
| 50% Black owned<br>(attach detailed CSD report)                  | 5   |   |
| 50% Women owned<br>(attach detailed CSD report)                  | 5   |   |
| 50% Youth owned <35 years<br>(attach detailed CSD report)        | 5   |   |
| Locality (The bidder must have a CENTLEC area of supply address) | 5   |   |
| <b>Specified Goals Total</b>                                     | <b>20</b>   |   |

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:**

.....

**DATE:**

.....

**ADDRESS:**

.....  
.....  
.....  
.....

# CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

## PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

### WITNESSES

1 .....

2 .....

DATE: .....

**CONTRACT FORM - RENDERING OF SERVICES****PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I..... in my capacity as..... accept your bid under reference number .....dated..... for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | B-BBEE STATUS LEVEL OF CONTRIBUTION | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|------------------------|---------------------------------------|-----------------|-------------------------------------|--|
|                        |                                       |                 |                                     |  |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

2 .....

DATE: .....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

|                          |  |  |     |    |                          |                          |
|--------------------------|--|--|-----|----|--------------------------|--------------------------|
| 4.1                      | <p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes                      | No   |  |     |    |                          |                          |
| <input type="checkbox"/> | <input type="checkbox"/>   |  |     |    |                          |                          |
| 4.1.1                    | If so, furnish particulars:  |  |     |    |                          |                          |
| 4.2                      | <p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes                      | No   |  |     |    |                          |                          |
| <input type="checkbox"/> | <input type="checkbox"/>   |  |     |    |                          |                          |
| 4.2.1                    | If so, furnish particulars:  |  |     |    |                          |                          |
| 4.3                      | <p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes                      | No   |  |     |    |                          |                          |
| <input type="checkbox"/> | <input type="checkbox"/>   |  |     |    |                          |                          |

4.3 1 If so, furnish particulars:

| 4.4  |  | Yes                      | No                       |
|--|--|--------------------------|--------------------------|
| Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? |  | <input type="checkbox"/> | <input type="checkbox"/> |

4.4.1 If so, furnish particulars:

| 4.5  |  | Yes                      | No                       |
|--|--|--------------------------|--------------------------|
| Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? |  | <input type="checkbox"/> | <input type="checkbox"/> |

4.7.1 If so, furnish particulars:

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

J6367bW

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1** This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2** Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3** Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4** This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5** In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1988 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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**Signature**

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**Date**

.....  
**Position**

.....  
**Name of Bidder**

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